

Document No. 4

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S C

6 August 1952

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/37

Date: 24 MAR 1978 By

MEMORANDUM FOR THE RECORD:

SUBJECT: Plan for Reorganizing CIA as per DCI Memorandum dated 15 July 1952.

25X1

1. At a meeting on the above date, Mr. in discussing the subject with Messrs. Peol and set forth the instructions contained herein.

25X1

2. Tables of Organization and functions are needed immediately.

3. New procedures are required in order to get papers flowing.

4. Each senior staff will be authorized a small group for internal administration for such things as liaison work, career program development and other responsibilities contained in the DCI directive.

5. All operative administration is to be retained in Central Administration.

6. Develop procedures quickly on the processing of support papers.

7. Provide for direct channels from senior staffs and divisions to administrative offices, except for those matters requiring DD/P approval. Everything which has a support plan should be channeled through Mr.

25X1

25X9

11. Leave Area Divisions alone for time being.

12. Basic disagreements should be submitted to Mr. for resolution as soon as they occur.

25X1

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25X1

13. Set up Publications Unit under Mr. [] to handle DD/P publications. The important thing is to get it going and later it may be hung somewhere else in the organization.

14. Develop phased T/O's as indicated below:

- a. Needs up to 30 June 1953.
- b. Needs up to 1 January 1954.
- c. Needs up to 30 June 1954.

Provide for T/O flexibility through pipeline arrangements which will permit Processing to keep T/O's full.

25X1

15. Mr. [] is developing project procedures and we should do nothing in this regard for the present.

25X1

16. Mr. [] stated that the heads of the major organizational elements concerned should be approached by us in an attempt to get the task force going and that he has done no "laying on" of arrangements for us in this regard.

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